

United States Department of the Interior BUREAU OF LAND MANAGEMENT National Human Resources Management Center Denver Federal Center, Building 50 Denver, CO 80225-0047

Instruction Memorandum No. HR-99-033

Expires: 09/30/00

To: BC, HR, RS, Office of IRM/Modernization

Attention: Timekeepers

From: Director, National Human Resources Management Center

Subject: Shipping of CY 1997 Time & Attendance (T&A) Reports to the Federal Records

Center DD: 04/12/99

We can now ship CY 1997 T&A records to the Records Center. The General Records Schedule dictates that original T&A records be kept for 6 years before being destroyed. You are required to maintain the current year and one previous year T&A records on-site.

Please send your CY 1997 T&As to HR-250, attention Terri Jeffries, by April 12, 1999. *Filing format for this year has changed*. All T&A reports must be organized by employee, in pay period order. Please submit a file for each employee, to include all 26 time sheets. Files are submitted in alphabetical order. This new format will aid in the retrieval of documents, as we usually retrieve records for an employee, not for an entire division.

The Records Center requires us to submit all T&A's for all the Denver Centers and IRM/Modernization organization in one shipment. Therefore, if you do not participate in this consolidated shipment, you will be responsible for maintaining the T&As for the required 6 years. Should your office have T&A's prior to 1997, the files should be marked with a destruction date, which would be 6 years after the end of the calendar year (BLM/GRS Schedule 2/8).

<u>A friendly reminder</u>: T&A records are Privacy Act records which contain confidential information on employees (i.e., social security numbers). Privacy Act records must be stored in locked cabinets with access granted only to those with a need to know (timekeepers and supervisors). Other types of privacy act records which need to be secured are Travel Authorizations, Travel Vouchers, Supervisor's copies of employee appraisals and/or any other documents with social security numbers, home addresses or other confidential information.

If you need additional information or assistance regarding disposition of records, please contact Pat Day, Records Administrator, at 236-6362, FAX 236-0711.

Signed Linda D Sedbrook NHRMC Director Authenticated Therese Marie Jeffries Computer Assistant

<u>Distribution</u> RS-150A, BLM Library NI-101

UNITED STATES DEPARTMENT OF THE INTERIOR BUREAU OF LAND MANAGEMENT CLEARANCE SHEET

☐ Manual Release					
☐X Instruction Memorandum					
☐ Information Bulletin					
☐ Regulation					
☐ Other					

INSTRUCTIONS TO ORIGINATING OFFICE

Attach to copies of documents being submitted for clearance. List *all* reviewing officials by office code a office title. For Bureauwide Directives, list (855) - Directives Management, both before and after signing

Brief Description of Issuance (include Subject-Function Number and Heading)

1270 (HR-250) P

To: BC, HR, RS, Office of IRM/Modernization

From: Director, NHRMC

Subj: Shipping of CY 1997 Time and Attendance Reports to the Federal Records Center

SIGN ALL DOCUMENTS IN BLACK INK

ROUTING (Begin with Originator)			NON- CON- CUR-			
ТО	SURNAME OR INITIAL	DATE	RENC E (✔)	RENC E	RENC E	COMMENTS
HR-250 Records Administrator						
HR-250 Group Administrator						
HR-200 Director						
HR-250 Staff Assistant						